

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 84-104

1 DECEMBER 1999

**AIR FORCE MATERIEL COMMAND
Supplement 1**

26 March 2003

History

ART PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 84-1, *History and Museum Programs*, by presenting requirements and procedures for the Air Force Art Collection and other works of art. It describes how to acquire, control, report, maintain, and display Air Force Art.

(AFMC) This supplement provides guidance and procedures specific to AFMC organizations. Center and Wing supplements are not encouraged. If developed, the supplements must be coordinated with HQ AFMC/HO prior to publication. This supplement does not apply to the Air National Guard or US Air Force Reserve units and members.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision updates and expands the entire publication.

AFI 84-104, 1 December 1999, is supplemented as follows:

Chapter 1

RESPONSIBILITIES FOR AIR FORCE ART

1.1. Air Force Art. As described below, some works of art are centrally owned and administered by Headquarters Air Force; others belong to local organizations.

1.1.1. The Air Force Art Collection consists of artworks donated by professional artists that portray the people, equipment, activities, facilities, and other historically significant subjects related to the United States Air Force and its predecessor organizations in the US Army. The Collection is centrally registered at Headquarters Air Force. Its holdings are exhibited to inform internal and external viewers about Air Force missions and capabilities. Although paintings predominate, the collection also contains drawings, sketches, and sculpture. The Air Force Art Collection does not include artifacts and other historical property covered by AFI 84-103, *Museum System*. It also does not include multiple reproductions, such as lithographs or posters, made from Air Force Art.

1.1.2. Air Force organizations may also obtain and display original artworks not registered at Headquarters Air Force as part of the Air Force Art Collection.

1.1.3. Artworks and reproductions purchased commercially, such as those used for interior decoration, are not covered by this instruction. Control these items using procedures outlined in AFMAN 23-110, *USAF Supply Manual*, and related instructions.

1.2. AFAPO Responsibilities. The Office of the Administrative Assistant (SAF/AA) sets policy, procedures, executes, and manages the Air Force Art Program through supervision of the Air Force Art Program Office (AFAPO) formerly (SAF/AART) which:

1.2.1. Acquires, maintains, controls, and exhibits the Air Force Art Collection.

1.2.2. Helps professional artists who take part in the program (see paragraph 2.1.).

1.2.3. Handles donated artworks according to AFI 51-601, *Gifts to the Air Force* (see paragraph 2.3.).

1.2.4. Sets guidelines for the display, storage, transportation, and environmental control of artworks (see paragraph 2.4.).

1.2.5. Helps accountable officers annually inventory artworks on loan to their organizations (see paragraph 2.5.).

1.2.6. Establish guidelines for appraising art in the collection and newly donated art.

1.2.7. Monitors operational aspects of the Art Program, coordinates field public affairs in office support of art program exhibits, and coordinates with base level public affairs officer's (PAOs) and history personnel (HO) in support of visiting artists (see paragraph 2.1.3.).

1.3. Accountable Officer Responsibilities. Commanders or chiefs of organizations authorized to display original artworks of the Air Force Art Collection must designate (by memorandum of appointment) an accountable officer as custodian of these artworks. Accountable officers:

1.3. (AFMC) AFMC/HO is accountable for all artwork loaned to any subordinate unit of AFMC. Designated accountable officers will coordinate any activity or issue relating to borrowed artwork through AFMC/HO.

1.3.1. Send AFAPO a copy of the appointment memorandum with address and phone number.

1.3.1. (AFMC) Commanders and chiefs of organizations authorized to display original artwork must send AFMC/HO a copy of the appointment memorandum with address, voice number, FAX number and email address of designated accountable officer.

1.3.2. Account of artworks entrusted to their care by signing and sending a copy of the organization's inventory to AFAPO.

1.3.2. (AFMC) Each newly appointed accountable officer must take initial inventory of loaned artwork. New officers must date and sign inventory listing and send it to AFMC/HO.

1.3.3. Serve as their organization's point of contact for requesting or turning in artworks to AFAPO.

1.3.4. Oversee the display, storage, transportation, and environmental control of artworks on loan to the organization (see paragraph 2.4.).

1.3.5. Conduct an annual inventory of artworks on loan to the organization (see paragraph 2.5.).

1.3.6. Arrange of appointing a new accountable officer when necessary.

1.3.7. May have the commander appoint additional on-site personnel to help oversee artworks displayed at dispersed locations.

1.3.8. (Added-AFMC) Each newly appointed accountable officer must sign a Conditions of Loan agreement (Attachment 2) and send to AFMC/HO.

1.4. Other Artworks. Organizations which acquire or maintain works of art not in the Air Force Art Collection must comply with applicable financial and legal requirements for that property.

Chapter 2

MANAGEMENT OF AIR FORCE ART

2.1. Artist Visits to Air Force Activities. Works in the Air Force Art Collection are generally created by professional artists who visit Air Force installations. Participating artists may be independent artists interested in aviation art or members of the New York, Los Angeles, and San Francisco Societies of Illustrators or the Midwest Air Force Artists.

2.1.1. AFAPO schedules trips of artists who create artworks for the Air Force Art Collection. Commanders may also request professional artists to visit their installations under the auspices of the Air Force Art Program. Send such requests with a description of the planned activities to the Air Force Art Program Office (AFAPO). In coordinating the activities planned for the artist(s) to visit for the trip, determination of available funds will be made for artist(s) and possible escort.

2.1.2. Prior to finalization of a artist trip, AFAPO will coordinate with an appropriate artist society for the selection of an artist(s) or identify an independent artist(s). Coordination is then made with the prospective base personnel (i.e., base history or public affairs personnel, or as in some instances, protocol or even personnel from a unit being visited) finalizing artists travel from their homes to the host base(s) and back. Artist(s) travel on invitational travel orders in an equivalent grade of 0-6/GS-15.

2.1.3. AFAPO will coordinate with base personnel identified to assist in the artist(s) visit. Arrangements will be made for quarters, local transportation, and necessary clearances for the artist(s) to sketch or photograph base activities. Host base personnel (i.e., HOs and PAOs will accommodate visiting artists just as they do visiting media representatives and civic leaders, explaining operations and arranging for artists to view or participate in as many activities as security restrictions allow.

2.1.4. Field commands and units may arrange for artists to visit their installations independently from the AFAPO administered visitation program.

2.1.5. Unless specifically commissioned by a local organization (see paragraph 2.8.4.), artists are not legally required to produce or donate artwork as a precondition to visit an installation.

2.2. Accessioning Artworks. For donated artworks, follow the requirement and procedures outlined in AFI 51-601, *Gifts to the Department of the Air Force*. Whenever possible, accept an artwork as an unconditional gift. Only the Secretary of the Air Force can accept an artwork valued at more than \$5,000.

2.2.1. To merit acceptance into the Air Force Art Collection, an artwork must contribute to the historical significance of the collection (see paragraph 1.1.) and meet recognized professional standards. AFAPO controls accessions and determines if artworks meet these standards. When an artist or owner donates an original artwork to the Air Force Art Collection, AFAPO processes the gift for Secretary of the Air Force acceptance.

2.2.2. MAJCOM commanders, or their designees, and commanders of Air Force Field Operating Agencies (FOAs) and Direct Reporting Units (DRUs) may accept artworks valued at \$5,000 or less. Notwithstanding redelegation, commanders of Air Force

installations may accept artworks valued at \$500 or less. When an artist or owner donates an original artwork portraying the Air Force, or a piece of previously unregistered art portraying the Air Force is discovered, send AFAPO a reproducible image (e.g., a negative or transparency) to help assess it for possible inclusion in the Air Force Art Collection. If the artwork is in color, the reproduction must

also be in color. AFAPO also obtains biographical information on the artist and background on the artwork.

2.2.3. If AFAPO accepts an item, donated to a field organization, into the Air Force Art Collection, the organization may keep possession of it locally if desired. If a donated artwork's value exceeds that authorized for acceptance in the field, AFAPO processes the gift for Secretary of the Air Force acceptance.

2.2.4. Those artworks accepted as gifts, and not included in the Air Force Art Collection, as well as those commissioned by field organizations, are controlled and accounted for locally (see paragraphs 2.8 and 2.9).

2.3. Loaning Air Force Art. Since the Air Force Art Collection is limited, its holdings can be exhibited only in officially designated public access areas, such as offices, and reception areas. AFAPO will not loan artworks indefinitely or long-term to private individuals or private organizations, or for display in private quarters. The following locations are eligible for loans from the collection:

2.3. (AFMC) The following organizational levels and locations within AFMC are eligible to display original artwork from the AF Art Collection:

2.3.1. The offices of the Secretary of Defense, including Assistant Secretaries.

2.3.2. The offices of the Joint Chiefs of Staff.

2.3.3. The offices of the Secretary of the Air Force, including the Under Secretary and Assistant Secretaries.

2.3.4. The offices of the Air Force Chief of Staff, Vice Chief of Staff, and Assistant Vice Chief of Staff.

2.3.5. The offices of Deputy Chiefs of Staff and their equivalents.

2.3.6. MAJCOM and Numbered Air Force (NAF) Headquarters.

2.3.6.1. (Added-AFMC) Front office groups of HQ AFMC two-letter staff and functional organizations.

2.3.6.2. (Added-AFMC) Command sections of Product, Logistics, Test, and Specialized Centers, or equivalent, commanded by a general officer or senior executive service civilian.

2.3.7. Headquarters of FOAs and DRUs commanded by a general officer.

2.3.8. Public exhibit areas maintained at the Pentagon, the Air Force Museum, and the Air Force Academy.

2.3.9. The official residences of the Secretary of Defense, the Secretary of the Air Force, the Chairman of the Joints Chiefs of Staff, and the Air Force Chief of Staff.

2.3.10. National Air and Space Museum (NASM), government office buildings, as public exhibition deemed.

2.3.11. At the time of the loan, the accountable officer (see paragraph [1.3.](#)) must sign an inventory accepting responsibility for the artwork.

2.3.12. Organizations no longer eligible to borrow artworks from the central Air Force Art Collection, such as wings, may keep those already on-hand if they are properly controlled, and return to AFAPO when no longer deemed appropriate for display. Do not store any paintings in storage rooms.

2.3.13. Occasionally, AFAPO will support single-theme exhibits in military or civilian settings. If artworks must be withdrawn for loan to support an exhibit, SAF/AFAPO will try to provide prior notice.

2.3.14. Accountable officers will contact AFAPO to return artworks no longer wanted. AFAPO will give the accountable officer a receipt for the returned artwork and update the organization's inventory.

2.3.14. (AFMC) Accountable officers will contact AFMC/HO to return artwork no longer wanted. AFMC/HO will give the accountable officer a receipt for the returned artwork, update the organization's art inventory, and provide an updated version to the accountable officer.

2.3.15. Borrowers must return artworks to AFAPO in the same condition as loaned, without alterations. Don't remove artworks from their frames. Only AFAPO will arrange for cleaning, repairing, or renovating artworks.

2.3.16. Do not give artworks as gifts without Secretary of the Air Force approval.

2.4. Display and Storage. The safety and security of artworks are of paramount concern. Accountable officers must set up internal controls for displaying, storing, and transporting all Air Force Art in their care.

2.4.1. Display artworks in secure areas. Don't place paintings, drawings, or sketches in direct sunlight, directly under fluorescent lighting, over heat registers, or over copying machines.

2.4.2. To prevent damage while in storage, AFAPO must store paintings, drawings, and sketches in locations with a temperature of 68 degrees Fahrenheit and relative humidity of 50 percent. Except for temporary storage situations, organizations must return artwork not on display to AFAPO.

2.4.3. When returning artworks to AFAPO, contact prior to shipment. Package and ship them to avoid damage, and to arrive promptly.

2.5. Inventory. AFAPO conducts an inventory of the Air Force Art Collection annually. The inventory is also conducted whenever art is placed on loan or when returned to AFAPO. This will ensure a current listing of art at user activities. AFAPO will provide accountable officers a computer printout listing all artworks for which they are responsible. Accountable officers must physically examine each artwork and:

2.5.1. Verify its current location.

2.5.2. Ensure the identification label is affixed to the front of each artwork's frame or glass. The label must contain the artwork's title, accession number, artist name, and "U.S. Air Force Art Collection".

2.5.3. Ensure "Property, U.S. Air Force" and the accession number are affixed on the back of each painting.

2.5.4. Ensure the accession number entered on each artwork matches the number on the computer printout.

2.5.5. Annotate in ink on the computer listing any discrepancies or changes noted about the artwork or frame. (See paragraph 2.6. for loss, theft, or damage procedures).

2.5.6. Sign the last page of the printout to acknowledge continued responsibility for the artworks listed, and return one copy of the annotated, signed printout to AFAPO.

2.6. Lost, Stolen, or Damaged Artworks. The Air Force Art Collection contains valuable property and is subject to control and monitoring as an Inspector General (IG) special interest item.

2.6. (AFMC) Accountable officers will immediately report loss or damage of borrowed art to AFMC/HO.

2.6.1. If theft or vandalism is suspected, immediately contact local Security Forces.

2.6.2. Immediately report loss or damage to an Air Force Art Collection artwork to the organization's accountable officer, who must promptly notify AFAPO. Identify the artwork by its title, artist, and accession number, and give all circumstances known about the artwork's disappearance or damage.

2.6.3. AFAPO provides law enforcement agencies photographs and descriptions of the artwork needed to conduct an investigation.

2.6.4. The accountable officer responsible for the lost, stolen, or damaged artwork must review the circumstances, complete a written report of survey, and forward the report to AFAPO within 30 calendar days of the incident.

2.6.4. (AFMC) The accountable officer responsible for the lost, stolen, or damaged artwork must forward the report of survey through AFMC/HO to AFAPO within 30 calendar days of discovery.

2.6.5. AFAPO will arrange for repairing and restoring damaged artworks.

2.7. Reproduction of Artworks. Submit a written request to reproduce artworks in the Air Force Art Collection to AFAPO. You may also request AFAPO to provide a negative or transparency of an Air Force artwork for reproduction. Some older artworks in the collection may be copyrighted or otherwise restricted, and AFAPO will assist in coordinating, but not guarantee, permission to reproduce artwork if the Air Force does not have a royalty-free license.

2.7.1. If approved, don't crop artworks in reproduction, since doing so changes the artist's original concept and composition. Identify artworks by title, artist name, and the notation "Courtesy, U.S. Air Force Art Collection."

2.7.2. Coordinate with AFAPO on overprinting of fine art production, since doing so is generally considered to be in bad taste and a discredit to the artwork.

2.8. Value of Artworks. Accepting a work of art entails responsibility of controlling and reporting it as an asset of the organization and, in some cases, reporting a donation to the Internal Revenue Service (IRS) in accordance with the US Code Title 26. Organizations must record donated property valued at \$25.00 or more at the time the Air Force takes custody (see DoD 7000.14, *Principles, Standards, and Policies of the Air Force Financial Management System*). Determine the fair market value of an artwork as follows:

2.8.1. If an artist or other owner donates an artwork without using it for a tax deduction, its monetary value is based on the costs of travel, the materials used, and time spent creating the artwork (which will vary depending on the artist's standing in the art world). These must be stated in the letter or equivalent instrument offering the work to the Air Force.

2.8.2. If the artist or owner intends to claim the value of a donated artwork as a tax deduction of \$250.00 or more, he or she must submit a qualified appraisal with the letter of offer. The donee organization must ascertain that the appraisal presents all relevant facts as identified in the Standard Federal Tax Reports (SFTR) and provide the IRS with a contemporaneous written acknowledgment of its appraised value.

2.8.3. If a donated artwork was previously purchased or commissioned by a corporation or person, the donation letter should identify the original purchase price and date. If recently purchased, this price will be the fair market value (if the cost is within reason and there is no appearance of intent to defraud). If bought several years ago, an appraisal may be needed to set the current value.

2.8.4. If an organization requests an artist to visit an installation to create an artwork, this may constitute a valid commission (procurement contract) for the artist's services. In this case, an agreed-upon price would be used as the cost basis for the artwork. If the artist agrees to accept only travel, transportation, lodging, or per diem, the value of the artwork will be based on these items plus out-of-pocket expenses incurred. Under circumstances of a commission, the artist's time cannot be considered as charitable donation and used as an income tax deduction.

2.8.5. Contracting for the services of a professional appraiser may be necessary to determine the value of older artworks.

2.9. Financial Reporting. AFAPO will provide the fair market value or best estimate of Air Force artworks as of 30 September in a Supporting Schedule to the **Air Force Trial Balance (other than Stock and Industrial Fund) Report** (RCS: SAF-FM(Q)7105-DE), as explained in DFAS 5010.32R, *General Accounting and Finance Systems at Base Level*. This report goes to the Defense Finance and Accounting Service (DFAS-DE/ADR) by 15 October annually.

2.9.1. AFAPO reports all artworks in the Air Force Art Collection.

2.9.2. Organizations report works of art worth more than \$25.00 that are not in the Air Force Art Collection.

2.9.3. Follow the guidance in AFR 177-101 for capitalization and depreciation criteria.

2.10. Disposing of Artworks. Excess artworks acquired as unconditional gift may be transferred to other Air Force, DoD, or government agencies, or disposed through the servicing Defense Reutilization and Marketing Office (DRMO). Transfer or disposal of artworks acquired as conditional gifts will depend on the terms of the original instruments of offer and acceptance and must comply with the provisions of AFI 51-601, AFMAN 23-110, Vol. 6, *Excess and Surplus Personal Property*, DoD 4160.21-M, and related instructions.

WILLIAM A. DAVIDSON
Administrative Assistant

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 51-601, *Gifts to the Department of the Air Force*

AFI 84-103, *Museum System*

AFMAN 23-110, *USAF Supply Manual*

AFMAN 23-110 Volume 6, *Excess and Surplus Personal Property*

DFAS DEM 7000.73, *General Accounting and Finance Systems at Base Level*

DFAS FMR 7000.14

Standard Federal Tax Reports, paragraphs 11690, 11695, 11696

US Code, Title 26, Section 170, 2522

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFM—Air Force Manual(old acronym)

AFMAN—Air Force Manual (new acronym)

AFR—Air Force Regulation

DFAS—Defense Finance and Accounting Service

DoD—Department of Defense

DRMO—Defense Reutilization and Marketing Office

DRU—Direct Reporting Unit

FOA—Field Operating Agency

IG—Inspector General

IRS—Internal Revenue Service

HO—History Office

MAJCOM—Major Command

PAO—Public Affairs Officer

RCS—Report Control Symbol

SAF/AFAPO—Secretary of the Air Force Air Force Art Program Office

SAF/PA—Secretary of the Air Force Public Affairs

SFTR—Standard Federal Tax Reports

Terms

Accession Number—A number assigned to every artwork in the Air Force Art Collection. It indicates the sequential number of the artwork and the year it became a part of the collection. (Example: 50.61 indicated the 50th artwork acquired in 1961). SAF/AFAPO will put accession numbers on the back of all artworks and on the identification label on the front.

Accountable Officer—A person designated in writing (see paragraph 1.4.) by a commander, deputy chief of staff, or HQ USAF director as responsible for all artworks on loan to an organization.

Air Force Art—A work of art that portrays the people, equipment, activities, facilities, and other subjects related to the United States Air Force and its predecessors organizations in the U.S. Army.

Air Force Art Collection—Historically significant works of Air Force Art donated by professional artists and controlled through a central inventory by the Air Force Art Program (SAF/AFAPO).

Artist Tour—A trip by on or more professional artists who have volunteered to visit Air Force locations to view Air Force activities (see paragraph 2.1.).

Artwork—A painting, drawing, sketch, or sculpture in any medium or combination of media.

Commissioned Artwork—A work of art created and delivered for a payment or as compensation for benefits under terms of a prior agreement.

Exhibit—Selected artworks from the collection on short-term display for a specific purpose.

Identification Label—A label on the front of a painting or drawing that gives the title, artist, ownership, and accession number. (Example: “Launching an Atlas ICBM, “ by Ralph Iligan, U.S. Air Force Art Collection, 50.61.)

Professional Artist—An individual who makes illustration of art a profession, earning at least 60 percent of all income through that profession. Professional artists from the New York, Los Angeles, and San Francisco Societies of Illustrators, the Midwest Air Force Artists, and independent artists participate in the Air Force Art Program.

Attachment 2 (ADDED-AFMC)**CONDITIONS OF LOAN**

This artwork belongs to the U. S. Air Force Art Collection, and has been loaned to AFMC by the Secretary of the Air Force. It must remain at this location. It is assigned to HQ AFMC/HO and cannot be transferred to another office or location without the permission of the Air Force Art Program Office (AFAPO). The AFMC POC for all U. S. Air Force artwork on loan to this MAJCOM is _____, HQ AFMC/HO (DSN _____). Contact the AFMC POC before moving this artwork from its present location. Report any damage or loss immediately. The AFMC POC will conduct an art inventory annually. If the artwork is recalled by AFAPO or requires shipment for repairs, it is the responsibility of the undersigned organization to make arrangements for and pay for shipping to its new destination. By signing these conditions, you agree to abide by the AFAPO Instruction-9, Guidelines for Accountable Officers (Atch 3), contacting the AFMC POC first on any art issues. For additional information about the U. S. Air Force Art Collection and its safekeeping, see AFI 84-104.

I have read and understand the loan conditions of the USAF Art assigned to my organization.

Accountable Officer/Organization/Date

Attachment 3 (ADDED-AFMC)**OFFICE INSTRUCTION-9****10 JANUARY 2002****AIR FORCE ART PROGRAM****GUIDELINES FOR ACCOUNTABLE OFFICERS****Air Force Art Program**

As Accountable Officers for the Air Force Art Program, (AFAPO), you are stewards of a great treasure entrusted to your care; a part of the history of air and space power and the U.S. Air Force. Your responsibility to oversee the safety, security, and preservation of the valuable artwork in our collection must be taken seriously. It is imperative that all guidelines are strictly followed.

Restrictions

1. No art may be relocated to another office, or exchanged between agencies without the approval of the AFAPO.
 - 1.1. No art may be altered or otherwise changed (for example, reframe art to match office decor, remove glass or paint these frames, etc.
 - 1.2. No art may be stored by the borrowing agency except during office cleaning or short-term renovation requiring removal of the art from office walls. In this event, art will be stored for no more than 2 weeks, unless approved by the (AFAPO).
 - 1.3. Art cannot be photographed or otherwise reproduced for publication without the permission of the (AFAPO).

Display and Storing Art

2. Carry art works with two hands, supporting the bottom and side or bottom and top. Never carry art by the top of the frame only or by the hanging wire. Two or more persons together should lift a heavy or large artwork.
 - 2.1. Do not display paintings, drawings, or sketches in direct sunlight; directly under fluorescent lighting, over heat registers, or over copy machines. Also, carefully monitor lighting in storage areas to avoid deterioration of the art. Avoid natural sunlight, keep artificial light to a minimum, cover fluorescent tubes with ultraviolet filters, and limit the use of incandescent lamps. Turn lights off when no one is in store-room.
 - 2.2. Display and store paintings, drawings, and sketches in locations where the temperature can be maintained at 65-75 degrees Fahrenheit and the relative humidity can be maintained at 40-55 percent.
 - 2.3. Use at least two hooks spaced several inches apart to support an artwork on display. This is more stable than one hook, and helps keep the artwork straight. Ensure that the surface on which the artwork is to be hung is strong enough to support it.

2.4. If artwork is under glass, glazing material may have to be cleaned occasionally. When using an aerosol or pump spray can, spray the cleaning cloth-not the artwork. This will ensure that the liquid does not seep underneath the glazing. Never use cleaners or solvents of any type on the surface of a painting. Dust may be removed with a very soft cotton cloth or a fine, synthetic-hair artist's brush.

2.5. Artwork should be stored in an upright, as opposed to a flat, position. If slotted or hanging storage racks are not available, store art works of similar size together (face-to-face and back-to-back) leaning against a wall or secure surface. Place a layer of cardboard between works to buffer and absorb their weight, never stack more than a few works together at a time. Be aware that hanging wires and hooks can puncture canvases as well as scratch glazing and framing materials. Always ensure that stored works are raised at least 6 inches above floor level with wooden or foam supports.

Should any damage occur, make a written and photographic assessment and contact the (AFAPO). **Do not have the damage treated by a conservator or other professional without prior approval.** (If located in the Pentagon, call the Air Force Art Program.)

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